

Recruitment Administrator

Location: Highbury & Islington

Hours: 24 per week

Salary: £12,000 per annum

About Us

We are a well-established Healthcare organisation within the Private Sector looking for an experienced, efficient and proactive Recruitment Administrator to work within an extremely busy, but friendly office environment in central London. You will be supporting and working alongside the HR team.

This is a great opportunity for candidates seeking a career in HR aspiring to deliver an effective, efficient and engaging recruitment service.

About the Role

You will be an experienced Administrator, able to work in a pressurised environment and have the ability to multi task at any one time. You will thrive in a team but happy to work on your own and work to deadlines.

Seeking individuals who have a real ambition to succeed; due to the nature of this role it is essential that applicants are fully computer literate, have an excellent grasp of the English Language, both Spelling and Grammar, alongside the ability to prioritise a workload along with a great work ethic and a 'can do' positive attitude

Responsibilities

- Sourcing and screening applicants
- Arrange and conduct telephone interviews
- Work closely with residential services managers to arrange 2nd stage interviews efficiently.
- Performing background checks and follow through with required pre-conditions
- Providing administrative support for the recruitment process
- Administration of new starter information to Payroll
- Administering the right to work paperwork and ensuring candidate files are up to date with the relevant ID documents
- Entering data onto the internal database systems
- Advertising of positions
- General administration duties

About You

- Excellent communication skills and proficient in English language
- Excellent organisational skills
- Ability to multi-task
- Ability to work in high pressured environment
- Drive and determination to become the best
- Excellent attention to detail
- A professional and flexible attitude
- Good knowledge of Microsoft Word, Excel and Outlook
- Flexible, easy going and hardworking

Package

- Hours: 24
- Financial support towards professional qualifications
- Free of charge mandatory training
- Enhanced DBS cost covered
- 20 days annual leave, pro rata, excluding Bank Holidays
- Support from our Employee Assistance Program
- Membership of employer contribution pension fund

To apply: email your CV or completed application form to recruitment@sequencecaregroup.co.uk